Process	*Payables/Purchasing Interface to Asset Management*
Process Number	*AM-002*

Description of Process

This process adds assets to Asset Management that originate on purchase orders and are paid on Accounts Payable vouchers.

Input to Process

Completed purchase orders.

Completed vouchers.

Output of Process

Asset information transferred from Purchasing and Accounts Payable to Asset Management.

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
Administer Procurement	Enter Voucher Information
Manage Assets	Interface Asset Information

Business Process Description

	Process Description	Responsibility (Agency/Centralized)
Step 1	**Transferring Payables data into the INTFC_FIN and INTFC_PHY_A loader tables. The INTFC_PHY_B table is primarily used during conversion and is rarely populated with information in this process.**	Centralized
1.1	From the Manage Assets, Interface Asset Information, select Process, Payables/Purchasing Interface. Select a Run Control ID at the prompt.	

State Accounting Office

1.2	On the Payables/Purchasing Interface Request panel, enter an Asset Management Business Unit or leave the BU field blank to run for all BUs.	
1.3	Click the Run or Run with Defaults icon. Highlight the PO/AP/AM Interface program (AMPS1000) and click OK.	
Step 2	**Previewing data in the INTFC_FIN, or INTFC_PHY_A loader tables. The INTFC_PHY_B table is primarily used during conversion and is rarely populated with information in this process.**	Agency
2.1	From the Manage Assets, Interface Asset Information, select Use, Load Preview – Financial. At the prompt, provide the Asset Management Business Unit and other search criteria as appropriate. Click OK. A list box will appear. Select an asset from the list.	
2.2	Review the information using the Next Panel and Previous Panel icons to navigate between the INTFC_FIN, INTFC_PHY_A, or INTFC_PHY_B tables. Make corrections where necessary.	
2.3	Use the Next in List or Previous in List icons to navigate from one asset to another.	
Step 3	**Approving lines in the loader tables. The INTFC_PHY_B table is primarily used during conversion and is rarely populated with information in this process.**	Agency
3.1	From the Manage Assets, Interface Asset Information, select Use, Load Approval – Financial. At the prompt, provide the Business Unit and other search criteria as appropriate. Click OK. A list box will appear with information summarized by Trans Load ID and Load Type. Select an item from the list.	
3.2	Check the Approve? box and click the save icon.	
3.3	Use the Next in List icon to navigate from one Interface ID to another. Use the Next Panel and Previous Panel icons to navigate between Load Approval – Financial and Load Approval – Physical A.	
Step 4	**Consolidating Assets.**	Agency
4.1	From the Manage Assets, Interface Asset Information, select Load – Consolidate Assets, From Assets. At the prompt, leave the Interface ID blank and click OK. The From Assets panel will appear. Select a Search Field and Value from the drop down list, then click the Search icon (flashlight). All assets meeting the Search Field and Value criterion will be displayed. Note: A search Value must be entered.	

4.2	Delete load line items that should not participate in the consolidation by placing the cursor in the Line Num: field and press F8.	
4.3	On the TO Asset panel, enter a Profile ID and tab out of the field. The Business Unit will default from the Operator Preferences and the Asset ID will default to NEXT.	
4.4	Enter a Description, Fund Code, Organization, Program, Sub-Class, Budget Year and Project/Grant. Cost, Sales Tax, Freight, and Use Tax will equal the sum of these values for all the Consolidated FROM assets.	
4.5	Click the save icon.	
Step 5	**Unitizing assets.**	Agency
5.1	From the Manage Assets, Interface Asset Information, select Use, Load – Unitize Assets, From Assets. At the prompt, enter search criteria for assets to be unitized and click OK. A list of load lines that meet the search criteria will appear.	
5.2	Select the load line to be unitized.	
5.3	To unitize the load line proportionally, click the EZ Unitize button. At the prompt, enter a Quantity, Profile ID, and Description. If only the quantity is entered, the Profile ID and Description will default from the Unitize From panel. The quantity represents the number of assets to be created as a result of the unitization. (Example – Purchased 5 PCs. FROM Asset quantity = 5, click EZ Unitize button and enter quantity of 5 when prompted. PeopleSoft takes you to TO Assets Line NUM: 2 – 6. Use scroll bar to see 3 – 6.) To unitize the load line disproportionately, navigate to the TO Assets panel, enter a Profile ID, and tab out of the field. Modify quantity, cost, and other information as needed. Click the Insert Row icon to create additional assets. When all assets have been created, click the Totals/Balance button. TO Totals should equal the FROM Total and all Balance amounts should be zero.	
5.4	Click the save icon.	
Step 6	**Running the Transaction Loader**	Centralized
6.1	From the Manage Assets, Interface Asset Information panel, select Process, Transaction Loader. At the prompt, enter a Run Control ID. The Transaction Loader Request panel will appear.	
6.2	Set the Process Frequency to Once or Always.	

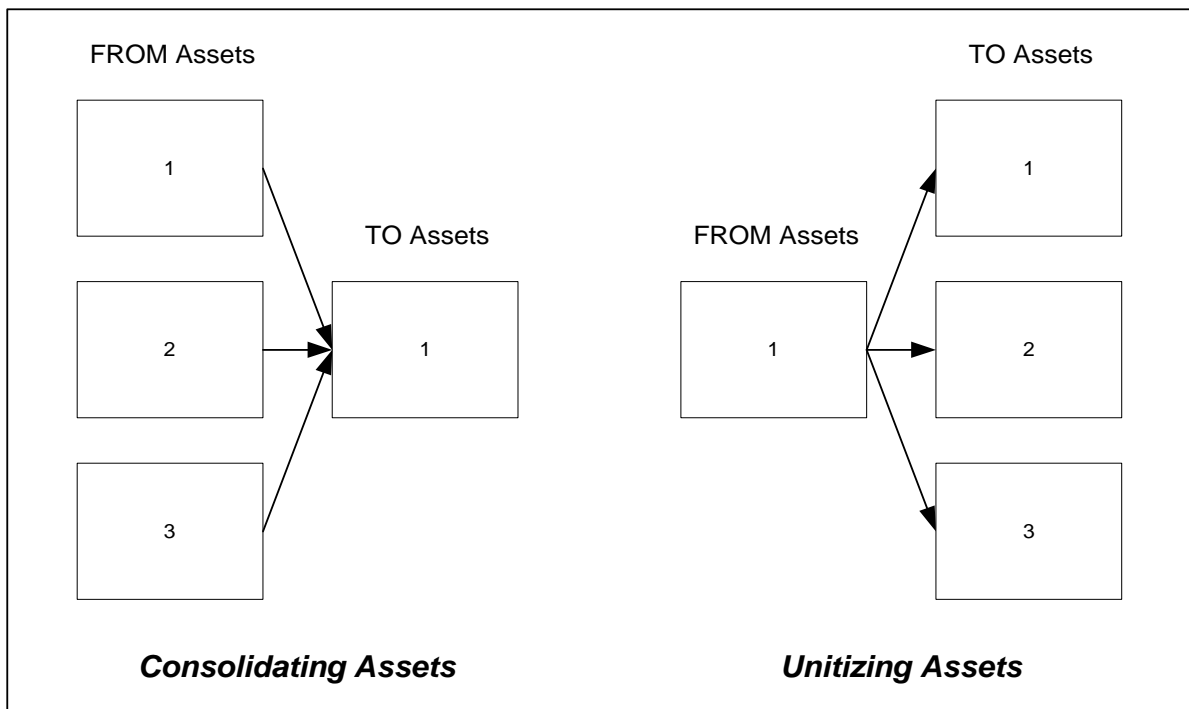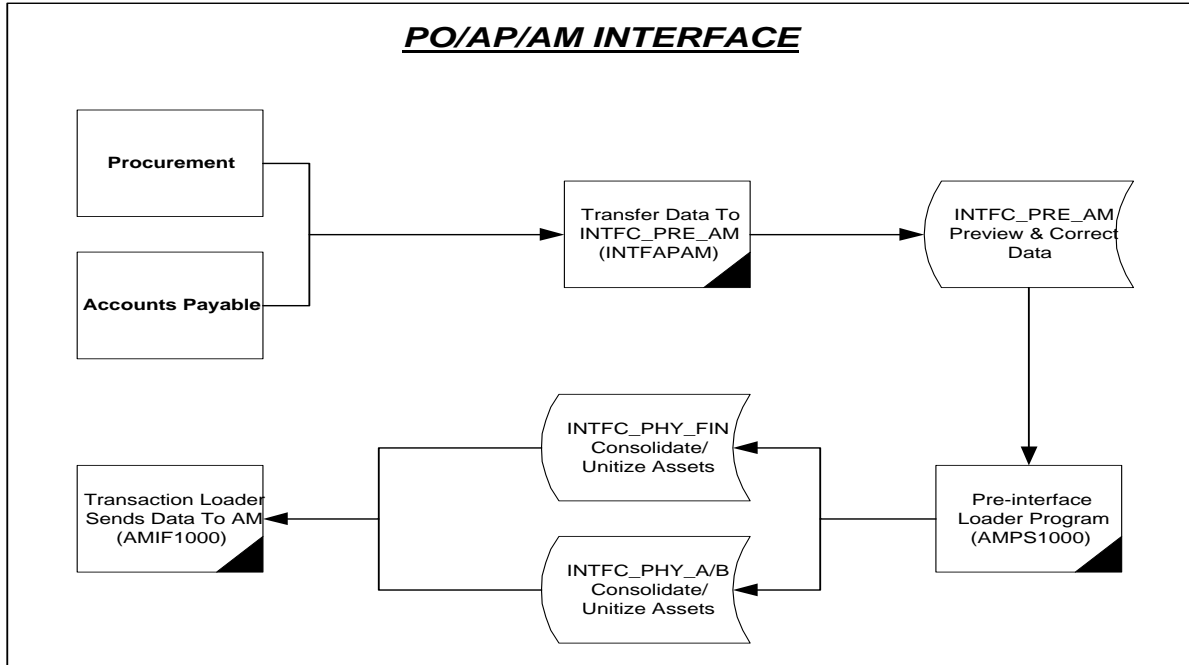|		
6.3	**To load transactions selectively**, use the Find Trans Load ID section by providing one or more of the following: System Source; Load Type; Load Status and clicking the Financial or Physical Record buttons. Then click the Search button (flashlight). A list transactions meeting the above search criteria will be displayed. Determine which transactions to load and populate the From Trans Load ID and To Trans Load ID fields. If several ranges of Trans Load IDs are to be loaded, enter the first range and click the Insert Row icon. Enter a new Request ID and range of transactions. Repeat this as many time as necessary. Remember to set the Process Frequency to Once or Always on each Request ID.	
6.4	**To load all transactions**, set the From Trans Load ID to 0 (zero) and the To Trans Load ID to 99999999.	
6.5	Click the Run or Run With Defaults icon. Highlight the AMF1000 program and click OK to run the process.	

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

PO/AP/AM INTERFACE

Procurement

Accounts Payable

Transfer Data To INTFC_PRE_AM (INTFAPAM)

INTFC_PRE_AM Preview & Correct Data

INTFC_PHY_FIN Consolidate/ Unitize Assets

Transaction Loader Sends Data To AM (AMIF1000)

INTFC_PHY_A/B Consolidate/ Unitize Assets

Pre-interface Loader Program (AMPS1000)

FROM Assets

TO Assets

1

2

3

TO Assets

1

FROM Assets

1

TO Assets

1

2

3

Consolidating Assets

Unitizing Assets

Process Signoff

Tested By
Date Tested